**Informatics, Ch 4, Data Analytics: Presenting the findings**

**Documenting progress of projects, p 223-232**

**Documenting and assessing the project plan**

1. Do projects ever go fully to plan? Explain.

* It is unlikely that any project ever proceeded perfectly in line with the project plan. Setbacks such as not receiving materials, weather interruptions or computer crashes can slow down a work team enough to affect tasks, other teams and deadlines.

1. What changes may need to be made to a project plan?

* Tasks that run overtime may have resources added to them or be modified so they finish earlier.
* Weather may force changes to scheduling, so indoor tasks may be completed instead of outdoor work.
* Late deliveries of equipment may force project managers to assign those people to different jobs.

1. What is the purpose of annotating a project plan (Gantt chart)?

* To explain reasons for changes to task schedules or resourcing priorities. Also when the project is evaluated upon these annotations could serve as valuable lessons for the future, or the next project.

1. What is a project log? What is its purpose?

* Project logs are a record of all the small and large steps a project takes on its way to completion. It helps a team keep track of project tasks, which team member is responsible for the tasks, when deadlines and milestones are due and the status of tasks.

1. What is the purpose of assessing a project plan after the project is completed?

* To deem whether you have met and completed all tasks and milestones on way to the completion of the project on time. This can give you valuable information and lessons to help and guide you in future projects.

1. List some criteria that could be used to assess/evaluate the project plan.

* Kelvin this one was a little tricky, it didn’t state it very clearly in the book, but I’ll give it a crack.

1. Does the project plan clearly state the tasks, milestones, dates and critical path?
2. Are all tasks relevant to the project on the plan?
3. Can it be easily read, analysed and interpreted?
4. Has the layout been kept consistent?
5. Can it easily be used and adjusted accordingly?

**Managing files** (Informatics, p 227)

1. Why does managing files become vital when managing a project? What about when creating a MMOS?

* Managing files becomes important because there are large quantities of valuable data and information that needs to be kept safe and secure legally and ethically. This is the same as the MMOS, because you are holding individual’s responses where they may not want to be identified and also you do not want to waste valuable time and effort through ineffective file management practices.

1. What is a file path?

* The file path describes the location of the file and gives more detail depending on what type of file path it is, absolute or relative.

1. What is the role of folders/directories?

* Folders and directories are used to make storage and retrieval quick, easy and intuitive later on.

1. Distinguish between an absolute and a relative file path.

* The absolute path describes all steps and folders the user may have gone through to reach the file, while the relative path just states the location of the file in relation to the current directory. E.g. English 2017, document number 1.

1. Explain the term version control.

* It is a file management technique/system that saves the same document many different times with version numbers so you have multiple copies of the same document at different stages, which reduces the chances of losing valuable information and takes up very little disk space.

1. What is the role of file management utilities?

* They are programs that provides a user with a graphical interface in which he/she can organize files and folders on a computer’s storage device.

**Manipulating data** (Informatics, p 231)

1. What manipulation of data will you need to undertake to create your MMOS?

* Primary data, it will need to be manipulated and transformed into a meaningful and useful form that most users can understand and interpret when read on my MMOS.

1. What is the purpose of validation? Distinguish between manual and electronic validation.

* Validation is a check to ensure that the data entered is sensible and reasonable. Manual validation refers to the user proofreading and analysing for errors, while electronic validation is completed by the computer, in which it checks many things including range, type and existence checks.

1. What are some validation techniques that you could use in your MMOS?

* The use of drop down lists and limiting the numeric value a certain person can enter in my google form, and also just the use of proofreading to make sure the data entered makes sense, has clarity and is also relevant and appropriate.

1. With your chosen MMOS be aware of the requirements of the functions you need to be able to undertake.